

## WORK AND FAMILY PROGRAM ONLINE TRAINING

The Department of Personnel Administration (DPA) has announced the recent release of an online Work and Family Training Program. This training program is available via Internet access to all State employees at no cost. The course is primarily designed to provide managers and supervisors with information to help State employees balance work and family demands. All employees, however, can benefit from viewing this comprehensive resource on work and family issues and benefits.

The training course consists of the following elements:

- ✓ Course overview;
- ✓ Course Map (enables the viewer to link to any part of the training program at any time);
- ✓ Four distinct modules containing key topics of interest with supporting reference material;
- ✓ Resources module for instant access to important information.



The content of this course reflects current laws, rules, policies and procedures that comprise the State's Work and Family Program. Legal references have been provided to clarify each topic. Internet addresses have been added to enable quick reference to the source law, rule and/or policy.

The course also features multimedia scenarios with optional audio dialogue, interactive quizzes, an online course evaluation form and a printable certificate for participants who complete the course. (A print version may be downloaded for those who do not have Internet access.) Estimated time to complete the course is 60 to 90 minutes.

The online course is available at <http://www.cce.csus.edu/onlineCourses/workFamily/>. Additional information regarding the Work and Family Program is available at <http://www.dpa.ca.gov/workingfamilies/home.shtm>.